



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

JOA No. 20-037

Date Posted: October 7, 2020

Office Manager

*****Anticipated Vacancy*****

Position Number #0057

Public Works Department

Salary Range: \$14.29 to \$22.14 Hourly

Position Advertisement Closes: October 20, 2020

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

This position provides administrative and clerical support for the Public Works Department. This position is deemed essential and is mandatory, on-call during declared emergencies and natural disasters. During such time the incumbent's duty station will be located at the Emergency Operations Center (EOC) or as directed by the Public Works Director.

ESSENTIAL FUNCTIONS:

Answers incoming calls, receives, and greets the public. Insures that all complaints and/or work orders are processed in the appropriate manner, with emphasis on courtesy to all constituents. Sets up and maintains files and records for office correspondence, documents, reports and other materials, to include personnel records, files, and forms of department staff. Composes correspondence, distributes mail, maintains daily employee attendance records and assists personnel in obtaining information and assists in acquiring materials and supplies. Prepares workers' compensation injury reports for processing. Issues permits as needed. Coordinates the probation program for probationers assigned to complete community service hours through the Public Works Department. Assists in the preparation and processing of all purchase orders and payables. Prepare the bi-weekly departmental payroll and spreadsheet for submission the Finance Department at the Clerk's Office. Maintains computer input of information from the daily road maintenance work sheets and fleet maintenance work orders and prepares reports. Assists Fleet Manager when needed. Attendance is an essential function of this job. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable of proper formats, grammar and spelling to compose and edit correspondence. Knowledgeable of standard office machines, procedures and processes. Knowledgeable of program in the Microsoft Office software. Skill to communicate clearly, effectively, tactfully, and patiently to a diverse population. Ability to establish and maintain effective working relationships with others. Ability to maintain a courteous and professional demeanor while interacting with constituents. Ability to efficiently organize, prioritize, and understand work assignment to meet deadlines. Ability to initiate and follow through on assignments with attention to detail. Ability to work independently.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field with four years of progressive related experience. A high school diploma with a combination of progressive job related experience and/or technical training may substitute on a year for year basis for the required degree.

Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date. Applicants should submit a Gadsden BOCC County employment application to the Human Resource Office, 9-B East Jefferson St., Quincy, FL 32353. Applications must be received by the closing date of the advertisement to be considered. You may contact Lonyell L. Butler @ 850.875.8648 with questions regarding the advertisement. Apply on-line at <http://www.gadsdencountyfl.gov> or fax your application to 850.662.3291. Downloadable applications are available on our website at <http://www.gadsdencountyfl.gov>